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render them readily accessible, and the company shall have facilities available to locate, identify and read the microfilm and reproduce in paper form.

(d) Any significant characteristic, feature, or other attribute which microfilm will not preserve shall be clearly indicated at the beginning of each roll of film or series of microfilm records if applicable to all records on the roll or series, or on the individual record, as appropriate.

(e) The printed side of printed forms need not be microfilmed for each record if nothing has been added to the printed matter common to all such forms, but an identified specimen of the form shall be on the film for reference.

(f) Each roll of film or series of microfilm records shall include a certificate stating that the photographs are direct and facsimile reproductions of the original records and they have been made in accordance with prescribed regulations. Such a certificate shall be executed by a person having personal knowledge of the facts covered therein. Where the microfilm is computer output microfilm the certificate shall state that the information is complete and accurate.

§ 356.9 Companies going out of business.

The records referred to in these regulations may be destroyed after business is discontinued and the company is completely liquidated. The records may not be destroyed until dissolution

is final and all transactions are completed. When a company is merged with another company under jurisdiction of the Commission, the successor company shall preserve records of the merged company in accordance with these regulations.

§ 356.10 Waiver of requirements of these regulations.

A waiver from any provision of these regulations may be made by the Commission upon its own initiative or upon submission of a written request by the company. Each request for waiver shall demonstrate that unusual circumstances warrant a departure from prescribed retention periods, procedures, or techniques, or that compliance with such prescribed requirements would impose an unreasonable burden on the company.

§ 356.11 Schedule of records and periods of retention.

The following schedule shows periods that designated records shall be preserved. The descriptions specified under the various general headings are for convenient reference and identification, and are intended to apply to the items named regardless of where records are filed and regardless of departmental organization. Records other than those listed below may be destroyed at the option of the company: *Provided*, Such records used in place of those listed are preserved for the periods prescribed for the records used for substantially similar purposes.

SCHEDULE OF RECORDS AND PERIODS OF RETENTION

Item number and category of records	Retention period
CORPORATE AND GENERAL	
1 Incorporation and reorganization:	
(a) Charter or certificate of incorporation and amendments	Permanently.
(b) Legal documents related to mergers, consolidations, reorganization, receiverships and similar actions which affect the identity or organization of the company.	Do.
2 Minutes of Directors' Executive Committees', Stockholders', and other corporate meetings.	Do.
3 Titles, franchises and authorities:	
(a) Certificates of public convenience and necessity issued by regulating bodies	Until expiration or cancellation.
(b) Operating authorizations and exemptions to operate issued by regulating bodies	Do.
(c) Copies of formal orders of regulatory bodies served upon the company	1 year after expiration or cancellation.
(d) Deeds, charters, and other title papers	3 years after disposition of property.

SCHEDULE OF RECORDS AND PERIODS OF RETENTION—Continued

Item number and category of records	Retention period
<p>4 Contracts and agreements:</p> <p>(a) Contracts and related papers for transactions which are subject to the provisions of the Clayton Antitrust Act (15 USC 20).</p> <p>(b) Service contracts, such as for operational management, accounting, financial or legal service, and agreements with agents.</p> <p>(c) Contracts and other agreements relating to the construction, acquisition or sale of real property and equipment except as otherwise provided in (a) above.</p> <p>(d) Contracts, leases and agreements, not specifically provided for in this section but excluding contracts with employees and employee bargaining groups.</p> <p>5 Accountant's, auditor's, and inspector's reports:</p> <p>(a) Certifications and reports of examinations and audits conducted by public and certified public accountants.</p> <p>(b) Reports of examinations and audits conducted by internal auditors, time inspectors, weight inspectors, and others.</p>	<p>10 years after expiration, provided there is no pending litigation involved, and provided the company notifies the Commission of its intended action 2 weeks prior to date the records are to be destroyed.</p> <p>3 years after expiration or termination.</p> <p>Do.</p> <p>3 years after expiration or termination.</p> <p>3 years.</p> <p>Do.</p>
TREASURY	
<p>6 Long-term debt records:</p> <p>(a) Bond indentures, underwriting, mortgage, and other long-term credit agreements</p>	<p>6 years after redemption.</p>
FINANCIAL AND ACCOUNTING	
<p>7 Ledgers:</p> <p>(a) General and subsidiary ledgers with indexes thereto (except for rate-making organizations).</p> <p>(b) General and subsidiary ledgers with indexes thereto (ratemaking organizations only)</p> <p>(c) Balance sheets and trial balance sheets of general and subsidiary ledgers</p> <p>8 Journals:</p> <p>(a) General journals (except for ratemaking organizations)</p> <p>(b) General journals (ratemaking organizations only)</p> <p>(c) Subsidiary journals and any supporting data, except as otherwise provided for, necessary to explain journal entries.</p> <p>(d) Schedules of recurring or standard journal entries with entry identifications</p> <p>9 Vouchers:</p> <p>(a) Voucher registers or equivalent</p> <p>(b) Paid and cancelled vouchers, expenditure authorizations, detailed distribution sheets and other supporting data including original bills and invoices, except as otherwise provided herein.</p> <p>10 Accounts receivable, record, or register of accounts receivable</p> <p>11 Records of accounting codes and instructions</p>	<p>50 years.</p> <p>10 years.</p> <p>5 years.</p> <p>50 years.</p> <p>10 years.</p> <p>6 years.</p> <p>Until superseded.</p> <p>6 years.</p> <p>Do.</p> <p>3 years after settlement.</p> <p>6 years after discontinuance.</p>
PROPERTY AND EQUIPMENT	
<p>12 Property records:</p> <p>(a) Records which maintain complete information on cost or other value of all real and personal property or equipment.</p> <p>(b) Records of additions and betterments made to property and equipment</p> <p>(c) Records pertaining to retirements and replacements of property and equipment</p> <p>(d) Records pertaining to depreciation:</p> <p>(1) When group method and depreciation rates are prescribed by the Commission</p> <p>(2) Other</p> <p>(e) Records of equipment number changes</p> <p>(f) Records of motor and engine changes</p> <p>(g) Files of detailed authorizations for expenditures, work or job orders showing estimated costs of additions and betterments, extensions, replacements, major repairs and dismantlements, approved by proper officials, together with all supporting data.</p> <p>(h) Periodical inventories of property and equipment</p> <p>13 Engineering records:</p> <p>(a) Plans and specifications</p> <p>(b) Estimates of work, engineering studies, construction bids, and similar data pertaining to property changes actually made.</p>	<p>3 years after disposition of property.</p> <p>Do.</p> <p>Do.</p> <p>10 years.</p> <p>3 years after disposition of property.</p> <p>Do.</p> <p>Do.</p> <p>3 years.</p> <p>3 years after prior inventory.</p> <p>3 years after disposition of property.</p> <p>15 years.</p>

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SCHEDULE OF RECORDS AND PERIODS OF RETENTION—Continued

Item number and category of records	Retention period
PERSONNEL AND PAYROLL	
14 Payroll records: (a) Registers, abstracts, or summaries showing earnings, deductions and amounts paid to each employee by pay periods. (b) Records showing the detailed distribution of salaries and wages to various accounts	3 years. Do.
TAXES	
15 Copies of returns and schedules filed with taxing authorities, supporting work papers, records of appeals, tax bills and receipts for payments. (See Item 9(B) for vouchers evidencing disbursements): (a) Income tax returns (b) Property tax returns (c) Sales and use taxes (d) Other taxes (e) Agreements between affiliated companies as to allocation of consolidated income taxes. (f) Schedule of allocation of consolidated Federal income taxes among affiliated companies.	3 years after settlement. Do. 3 years. 3 years after settlement. Do. Do.
16 Information returns and reports to taxing authorities	3 years, or for the period of any extensions granted for audits.
PURCHASES AND STORES	
17 Material ledger, records of material and supplies on hand at all locations	2 years.
18 Inventories: (a) General inventories of material and supplies on hand, with record of adjustments between accounts required to bring stores records into agreement with physical inventories.	Do.
TRANSPORTATION	
19 Oil and other products stocks and movement-pipelines only: (a) Records of receipts, deliveries, pumpings, stocks, and over and short (b) Run tickets showing quantities by tank measurement of meter readings of oil and other products received into and delivered from company's lines. (c) Statements of oil and oil products consumed as fuel including quantity value, and where consumed. (d) Statement of oil and other products lost by line breaks and leaks including quantity, value, and location of breaks and leaks. (e) Reports of power furnished by producers: monthly reports of the quantity of oil run in connection with which power was furnished by producers, and records of payment for such power. (f) Records of producers' property identifying ownership and location of producers' tanks or wells to which carrier's lines are connected. (g) Division or other periodical inventory reports of oil and other products on hand (h) Division orders: Directions received by carrier as to the division of interest and to whose account transported oil should be credited. (i) Directions received by the carrier for the transfer of division order interests from one interest owner to another. (j) Transfer orders for the transfer of ownership of oil or other products in carrier's custody.	3 years. Do. 3 years. Do. Do. 3 years after disconnection. 3 years. 3 years after discontinuance. Do. 3 years.
TARIFFS AND RATES ¹	
20 Official file copies of tariffs, classifications, division sheets, and circulars relative to the transportation of persons or property.	3 years after expiration or cancellation.
21 Authorities and supporting papers for transportation of property or passengers free or at reduced rates.	3 years.
22 Copies of concurrences and powers of attorney filed with the Federal Energy Regulatory Commission; and other regulating bodies.	2 years after expiration or cancellation.
23 Correspondence and working papers in connection with the making of rates and compliance of tariffs, classifications, division sheets, and circulars affecting the transportation of persons or property.	2 years after cancellation of tariff.
REPORTS AND STATISTICS	
24 Reports to Federal Energy Regulatory Commission and other regulatory bodies: (a) Annual financial, operating and statistical reports, file copies of, and supporting data	10 years.

SCHEDULE OF RECORDS AND PERIODS OF RETENTION—Continued

Item number and category of records	Retention period
(b) Valuation inventory reports and records together with related notes, maps, and sketches; underlying engineering, land, and accounting reports, pricing schedules, summary or collection sheets, yearly reports of changes and other miscellaneous data, all relating to the valuation of the company's property by the Federal Energy Regulatory Commission or other regulatory body.	3 years after disposition of the property.

¹ The retention periods for records in this item begin on the date of the final Commission order determining the outcome of any tariff subject to refund and/or investigation.

[Order 119, 46 FR 9044, Jan. 28, 1981, as amended by Order 335, 48 FR 44484, Sept. 29, 1983; 48 FR 55121, Dec. 9, 1983; 49 FR 44629, Nov. 8, 1984]

PART 357—ANNUAL SPECIAL OR PERIODIC REPORTS: CARRIERS SUBJECT TO PART I OF THE INTER-STATE COMMERCE ACT

Sec.

357.1 Common carriers.

357.2 FERC Form No. 6, Annual Report of Oil Pipeline Companies.

357.3 FERC Form No. 73, Oil Pipeline Data for Depreciation Analysis.

AUTHORITY: 42 U.S.C. 7101–7352; 49 U.S.C. 60502; 49 App. U.S.C. 1–85.

§ 357.1 Common carriers.

All common carriers by pipeline subject to the provisions of Part I of Interstate Commerce Act, as amended, are hereby required hereinafter to file in the office of the Commission on or before the 31st day of March in each year, reports covering the period of 12 months ending with the 31st day of December preceding said date, giving the particulars heretofore called for in the annual reports required by the Commission of said carriers.

[Order 119, 46 FR 9051, Jan. 28, 1981]

§ 357.2 FERC Form No. 6, Annual Report of Oil Pipeline Companies.

Each pipeline carrier subject to the provisions of section 20 of the Interstate Commerce Act whose annual jurisdictional operating revenues has been more than \$350,000 for each of the three previous calendar years must prepare and file with the Commission copies of FERC Form No. 6, "Annual Report of Oil Pipeline Companies," pursuant to the General Instructions set out in that form. This report must be filed on or before March 31st of each year for the previous calendar year. Newly established entities must use

projected data to determine whether FERC Form No. 6 must be filed. One copy of the report must be retained by the respondent in its files. The conformed copies may be produced by any legible means of reproduction. Notwithstanding the exemption provided above, those carriers exempt from filing Form No. 6 must prepare and file page 700, "Annual Cost of Service Based Analysis Schedule," of FERC Form No. 6 on or before March 31 of each year for the previous calendar year, beginning with the year ending December 31, 1995. When submitting page 700, each exempt carrier must submit page 1 of Form No. 6, the Identification and Attestation schedules.

[Order 583, 60 FR 53117, Oct. 12, 1995]

§ 357.3 FERC Form No. 73, Oil Pipeline Data for Depreciation Analysis.

(a) *Who must file.* Any oil pipeline company requesting new or changed depreciation rates pursuant to part 347 of this title if the proposed depreciation rates are based on the remaining physical life of the properties or if directed by the Commission to file service life data during an investigation of its book depreciation rates.

(b) *When to submit.* Service life data is reported to the Commission by an oil pipeline company, as necessary, concurrently with a filing made pursuant to part 347 of this title or as directed during a depreciation rate investigation.

(c) *What to submit.* The format and data which must be submitted are prescribed in FERC Form No. 73, Oil Pipeline Data for Depreciation Analysis, available for review at the Commission's Public Reference Section, Room